

## All Professional Licensure Applicants Licensure Application Documentation Requirements

**Please use the following table to determine the documentation that is required on file in Poe 204 and MUST accompany your licensure application to NCDPI:**

✓ <b>First-time Applicants</b> (Undergraduates/Licensure Only)	✓ <b>Upgrading or Adding</b> to an Existing License	✓ <b>Clearing a Provisional</b> (Lateral Entry Candidates)
<input type="checkbox"/> <b>Form 1</b> (Candidate for Professional Licensure) <input type="checkbox"/> <b>Transcripts</b> - Official degree-posted NCSU transcript* <input type="checkbox"/> <b>Transcripts</b> - Photocopies of official transcripts from other colleges (cannot be an internet printout) <input type="checkbox"/> <b>PRAXIS II</b> - All appropriate Praxis II or SLLA scores (PII required for Elementary Ed. Candidates)  <input type="checkbox"/> <b>Form A</b> (Application for a North Carolina License) <input type="checkbox"/> <b>Form S</b> (Student Teaching/ Interning Performance - <i>completed and signed by cooperating teacher and the school system representative.</i> ) <input type="checkbox"/> <b>Payment to NC DPI</b> - A personal check, certified check, money order, or credit card payment for \$55.00 made payable to: "Licensure Section, NCDPI"	<input type="checkbox"/> <b>Form 1</b> (Candidate for Professional Licensure) <input type="checkbox"/> <b>Transcripts</b> - Official degree-posted NCSU transcript* <input type="checkbox"/> <b>Transcripts</b> Photocopies of official transcripts from other colleges (cannot be an internet printout) <input type="checkbox"/> <b>PRAXIS II</b> - All appropriate Praxis II or SLLA scores (PII required for Elementary Ed, Special Ed, Counselor Ed, C & I Specialist, School Psychologist, and ESL, SLLA for School Leadership Candidates)  <input type="checkbox"/> <b>Payment to NC DPI</b> - A personal check, certified check, money order, or credit card payment for \$55.00 made payable to: "Licensure Section, NCDPI"	<input type="checkbox"/> <b>Form 1</b> (Candidate for Professional Licensure) <input type="checkbox"/> <b>Transcripts</b> - Official NCSU transcript with all relevant coursework** <input type="checkbox"/> <b>Transcripts</b> Photocopies of official transcripts from previous colleges (cannot be an internet printout) <input type="checkbox"/> <b>PRAXIS II</b> - All appropriate Praxis II scores (excludes Ag Ed but required for all others)  <input type="checkbox"/> <b>Photocopy of your provisional license and letter</b> <b>If your license has expired</b> , send a personal check, certified check, money order, or credit card payment for \$55.00 made payable to: "Licensure Section, NCDPI"

\* Please check the box "Hold for Posting of Degree" and list expected graduation date on transcript request form from Registration & Records.

\*\* Please check the box "Hold for Grade" and list expected course completion date on transcript request form from Registration & Records.

Because it may take 6-8 weeks for your license to be processed at the State Department of Public Instruction, you may wish to have a letter from me to prospective employers stating that you have completed the requirements for licensure. **However, we can only submit a letter to your employer after it has been confirmed that you have been cleared for graduation, have completed your Licensure Only program, or have completed your Lateral Entry program. You may email Bonita Apperson at [bonita\\_apperson@ncsu.edu](mailto:bonita_apperson@ncsu.edu) with your request; provide the name of the hiring official, school system, and fax number.**

**Please mail any of the above items to me at the following address:**

Office of Professional Education  
 Campus Box 7801/Room 204 Poe Hall  
 Raleigh, NC 27695